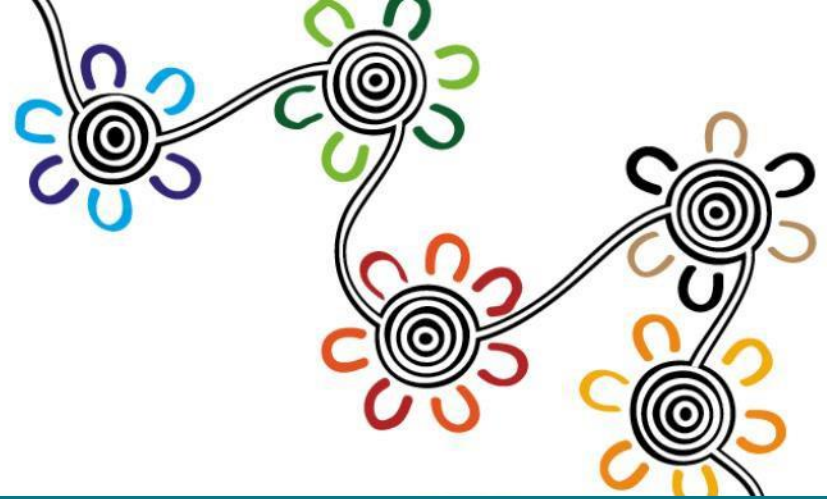


NATIONAL BEST  
PRACTICE UNIT

# TACKLING INDIGENOUS SMOKING



## MONITORING AND EVALUATION

Examples of charts and data visualisations



Australian Government

Department of Health





Using data from an existing Excel Spreadsheet

# **USE BUILT IN CHARTS**

AND CUSTOMISE THEM TO YOUR OWN PURPOSES



PART ONE

# USE BUILT IN CHARTS

HOW TO GUIDE

# Instructions for using charts

- Windows Screenshots

# Step 1

## Insert a chart

The screenshot shows the Microsoft PowerPoint interface. The 'Insert' ribbon is active, and the 'Chart' button is highlighted. A task pane titled 'Add a Chart' is open on the right side of the slide. The task pane contains a bar chart with five bars of different colors (orange, blue, green, purple) and a 'Tell me more' link. The chart data is as follows:

Category	Value
1	4
2	2
3	3
4	5
5	3

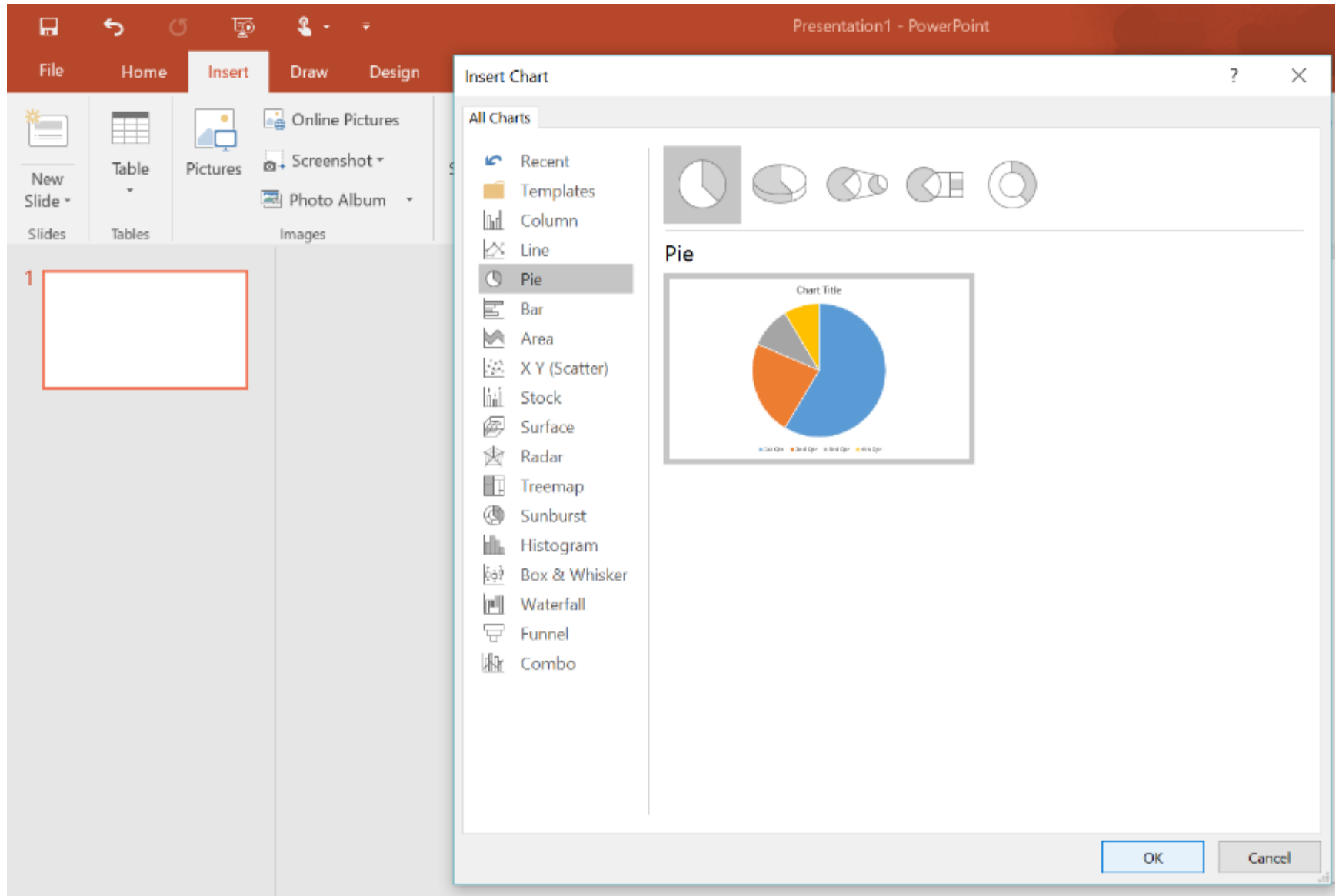
Make it easy to spot patterns and trends in your data by inserting a bar, area, or line chart.

[Tell me more](#)

These screenshots may not look the same as your version of PowerPoint

## Step 2

## Select a Chart to Insert



The screenshot shows the Microsoft PowerPoint interface with the 'Insert' tab selected. The 'Insert Chart' dialog box is open, displaying a list of chart types on the left and a preview of a pie chart on the right. The 'Pie' chart type is highlighted in the list. The preview shows a 3D pie chart with four segments in blue, orange, yellow, and grey, titled 'Chart Title'. The legend below the chart shows four colored squares corresponding to the segments.

**All Charts**

- Recent
- Templates
- Column
- Line
- Pie**
- Bar
- Area
- X Y (Scatter)
- Stock
- Surface
- Radar
- Treemap
- Sunburst
- Histogram
- Box & Whisker
- Waterfall
- Funnel
- Combo

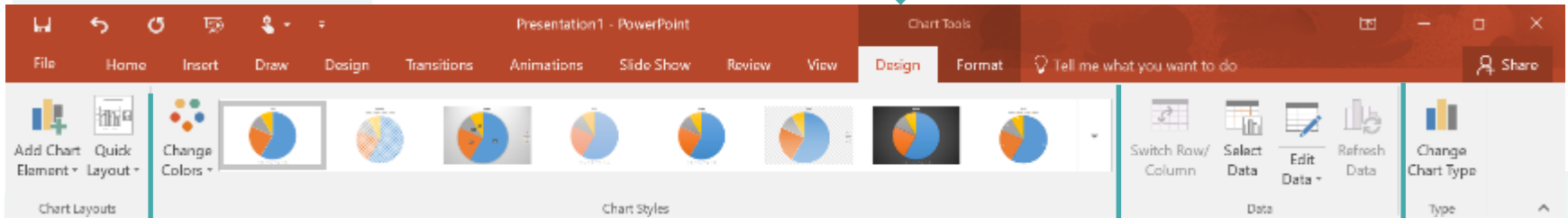
**Pie**

Chart Title

Legend: Blue, Orange, Yellow, Grey

OK Cancel

In the **Charts**  
Tool Tabs you  
can edit the:



**Layout**   **Styles**

**Data**

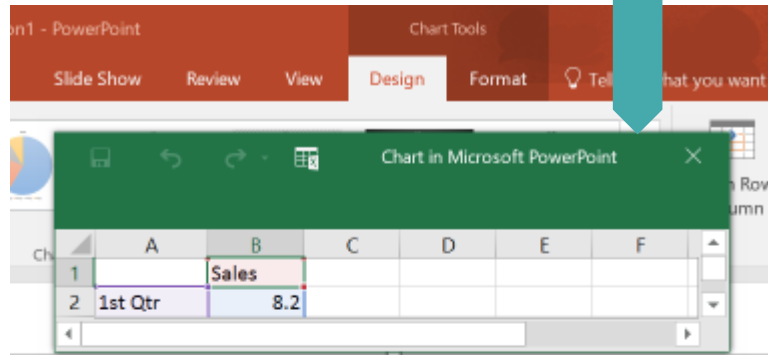
- Edit or replace in Excel

**Chart**

- Other
- Scatter
- Area
- Bar
- Pie
- Line
- Column

### Step 3

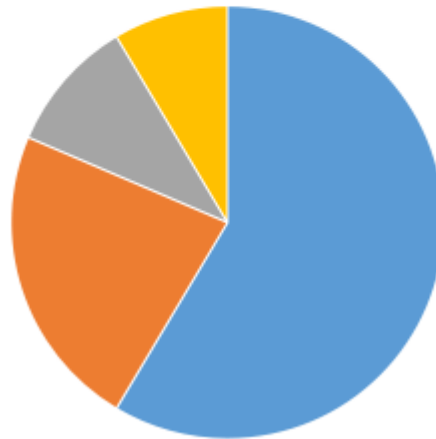
Add your data fields to the Excel Spreadsheet



The screenshot shows the PowerPoint interface with the 'Chart Tools' ribbon active. A 'Chart in Microsoft PowerPoint' window is open, displaying an Excel spreadsheet. The spreadsheet has the following data:

	A	B	C	D	E	F
1		Sales				
2	1st Qtr	8.2				

Sales

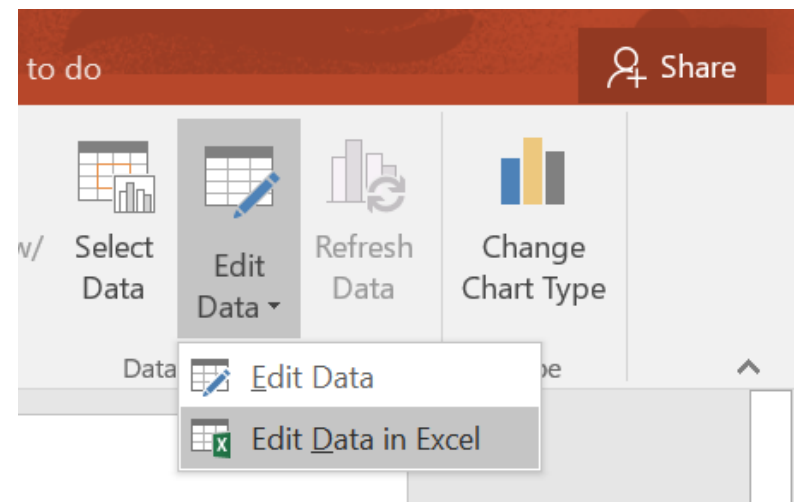
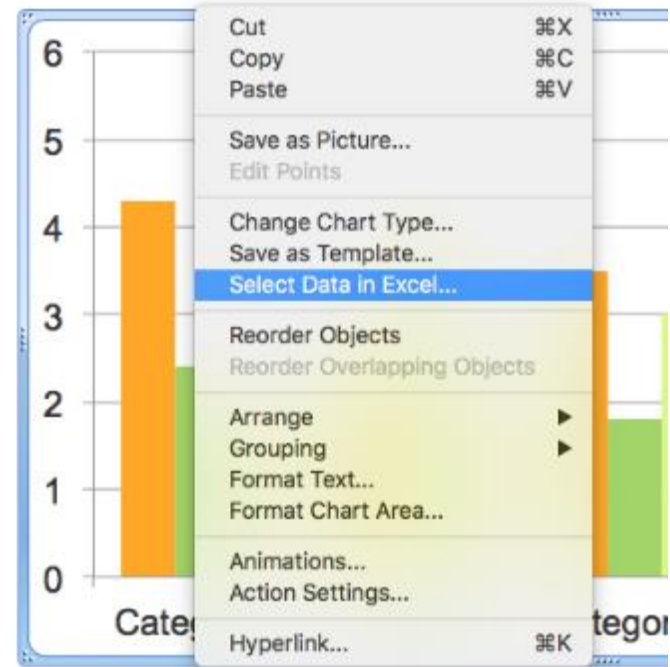


■ 1st Qtr ■ 2nd Qtr ■ 3rd Qtr ■ 4th Qtr



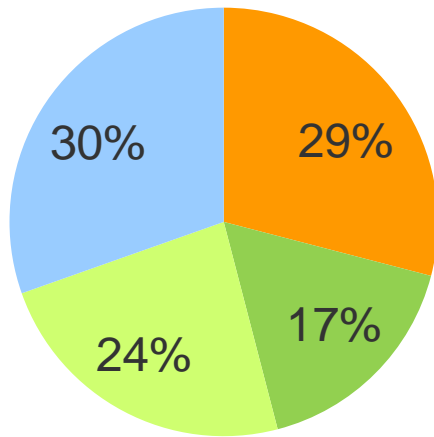


If Excel doesn't open automatically when you choose a chart you can either right click or click on the icon to edit the data

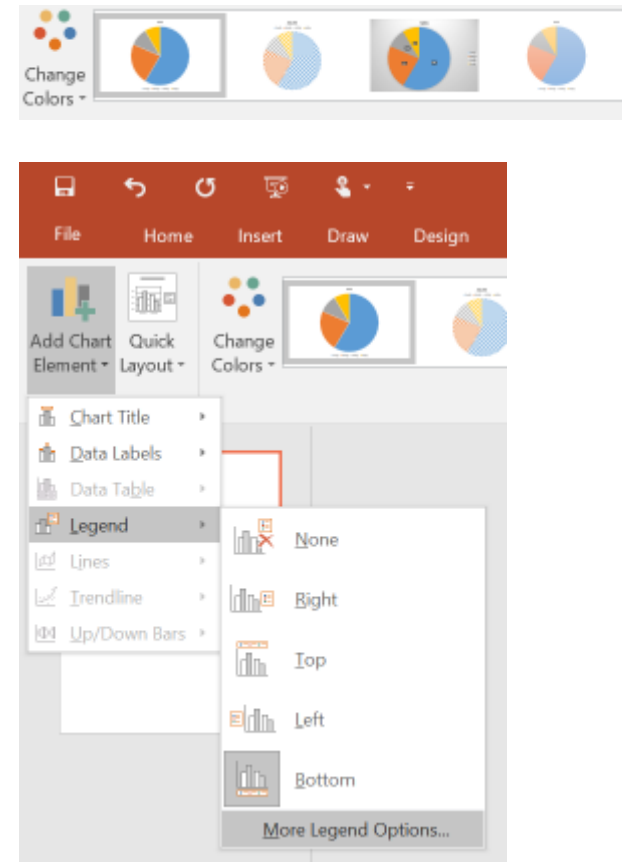


## Step 4

Format the chart to clearly display the findings



- Category 1
- Category 2
- Category 3
- Category 4



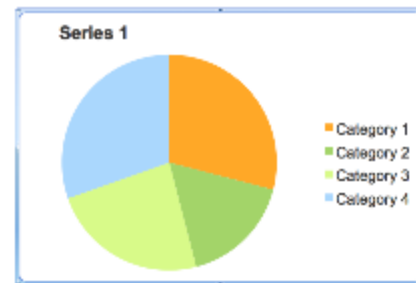
# Instructions for using charts

- Mac Screenshots

# Step 1

Click on Chart area

In the **Charts** Tool Tabs you can edit the:



The screenshot shows the Excel ribbon with the **Charts** tab selected. The ribbon is divided into four main sections: **Chart**, **Data**, **Layout**, and **Styles**. The **Chart** section includes options for changing the chart type (Column, Line, Pie, Bar, Area, Scatter, Other). The **Data** section includes **Edit** and **Switch Plot**. The **Layout** section includes **Chart Quick Layouts**. The **Styles** section includes **Chart Styles**.

- Chart**
  - Column
  - Line
  - Pie
  - Bar
  - Area
  - Scatter
  - Other
- Data**
  - Edit or replace in Excel
- Layout**
- Styles**

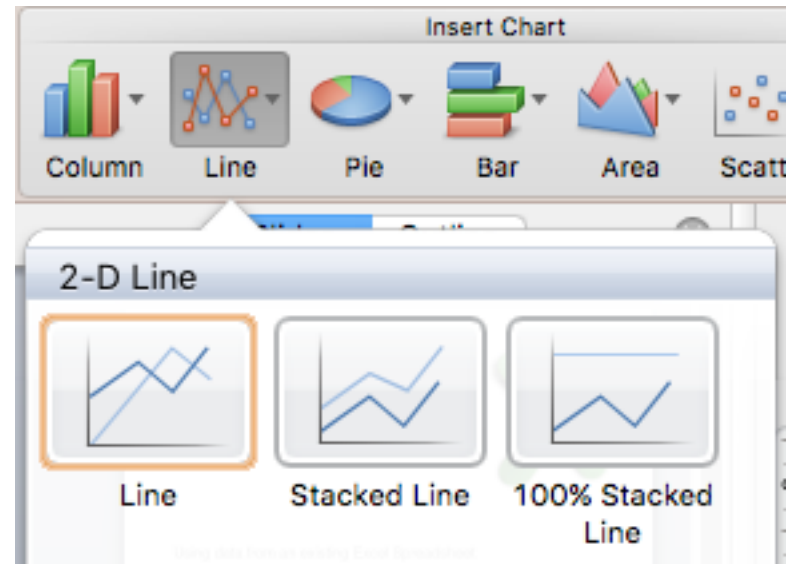
In the **Chart Layout** tab there are options to edit:

The screenshot shows the Excel ribbon with the **Chart Layout** tab selected. The ribbon is divided into four main sections: **Labels**, **Axes**, **Analysis**, and **3-D Rotation**. The **Labels** section includes **Chart Title**, **Axis Titles**, **Legend**, **Data Labels**, and **Data Table**. The **Axes** section includes **Axes** and **Gridlines**. The **Analysis** section includes **Trendline**, **Lines**, **Up/Down Bars**, and **Error Bars**. The **3-D Rotation** section includes **X:**, **Y:**, **Perspective:**, and **3-D Rotation**.

- Labels**
- Axes**
- Analysis**
- 3-D Rotation**

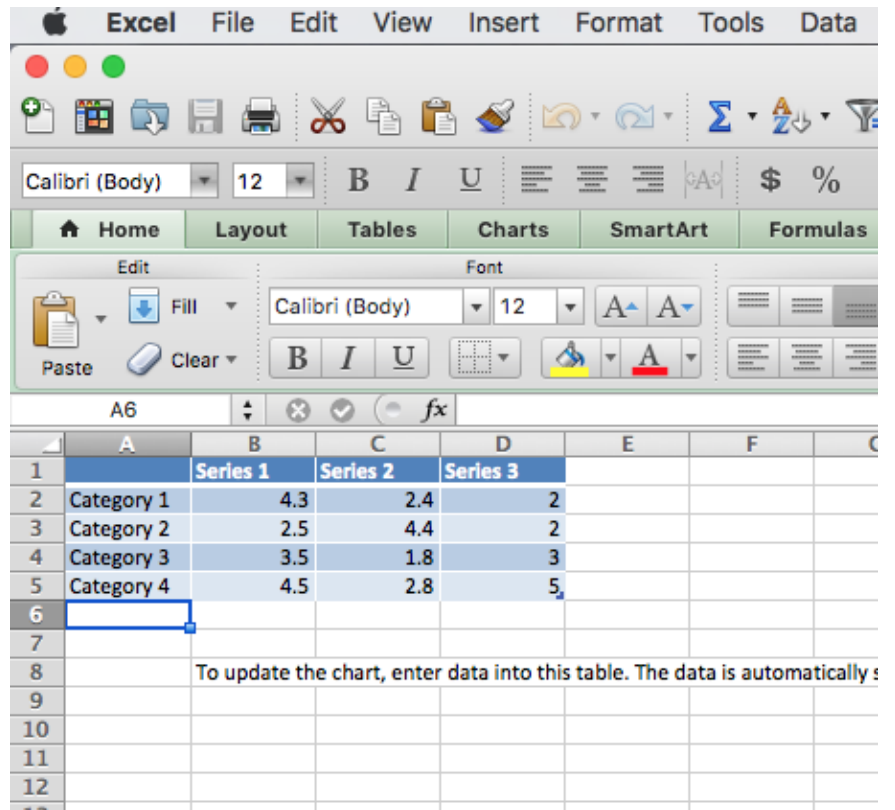
Step 2

Select a Chart to Insert



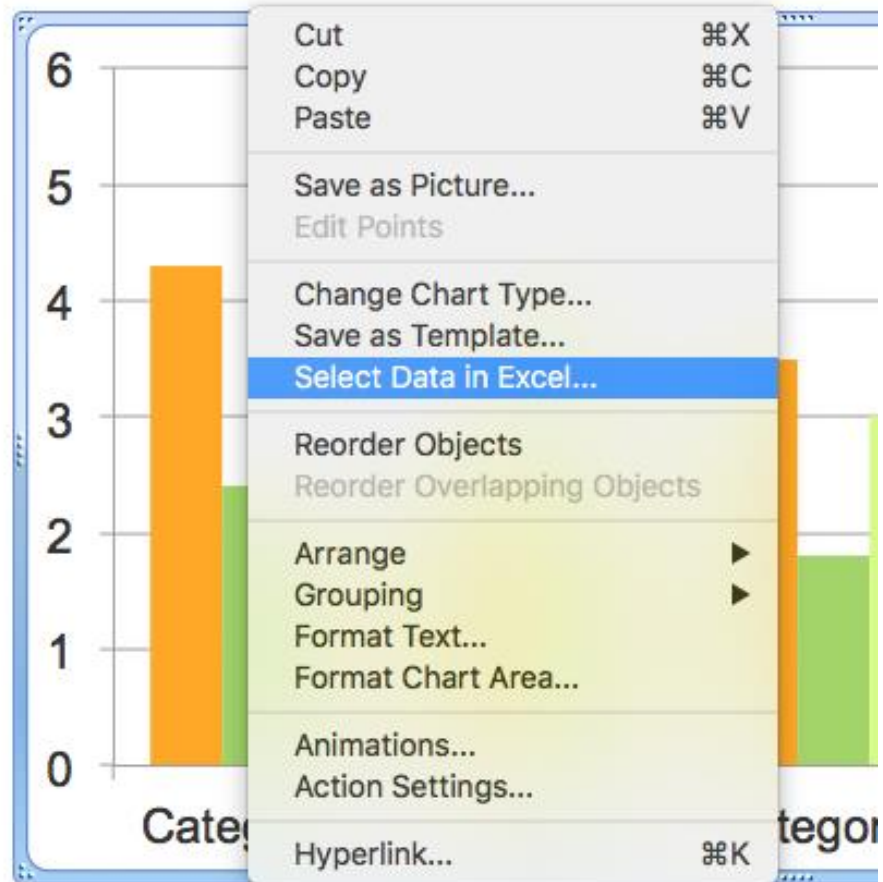
### Step 3

Add your data fields to the Excel Spreadsheet



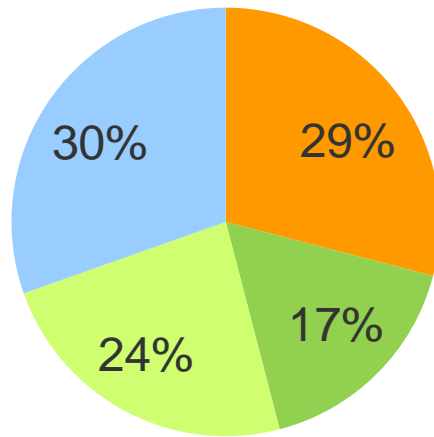


If Excel doesn't open automatically when you choose a chart you can either right click or click on the icon to edit the data



## Step 4

Format the chart to clearly display the findings



- Category 1
- Category 2
- Category 3
- Category 4

The screenshot displays the Microsoft Excel ribbon for chart formatting. The 'Chart Styles' section shows various pie chart styles, with the first one selected. The 'Chart Quick Layouts' section shows several layout options for pie charts. The 'Chart Layout' section is expanded, showing the 'Labels' dropdown menu with the following options:

- No Data Labels
- Value
- Series Name
- Category Name
- Percentage
- Category Name and Percentage
- Best Fit



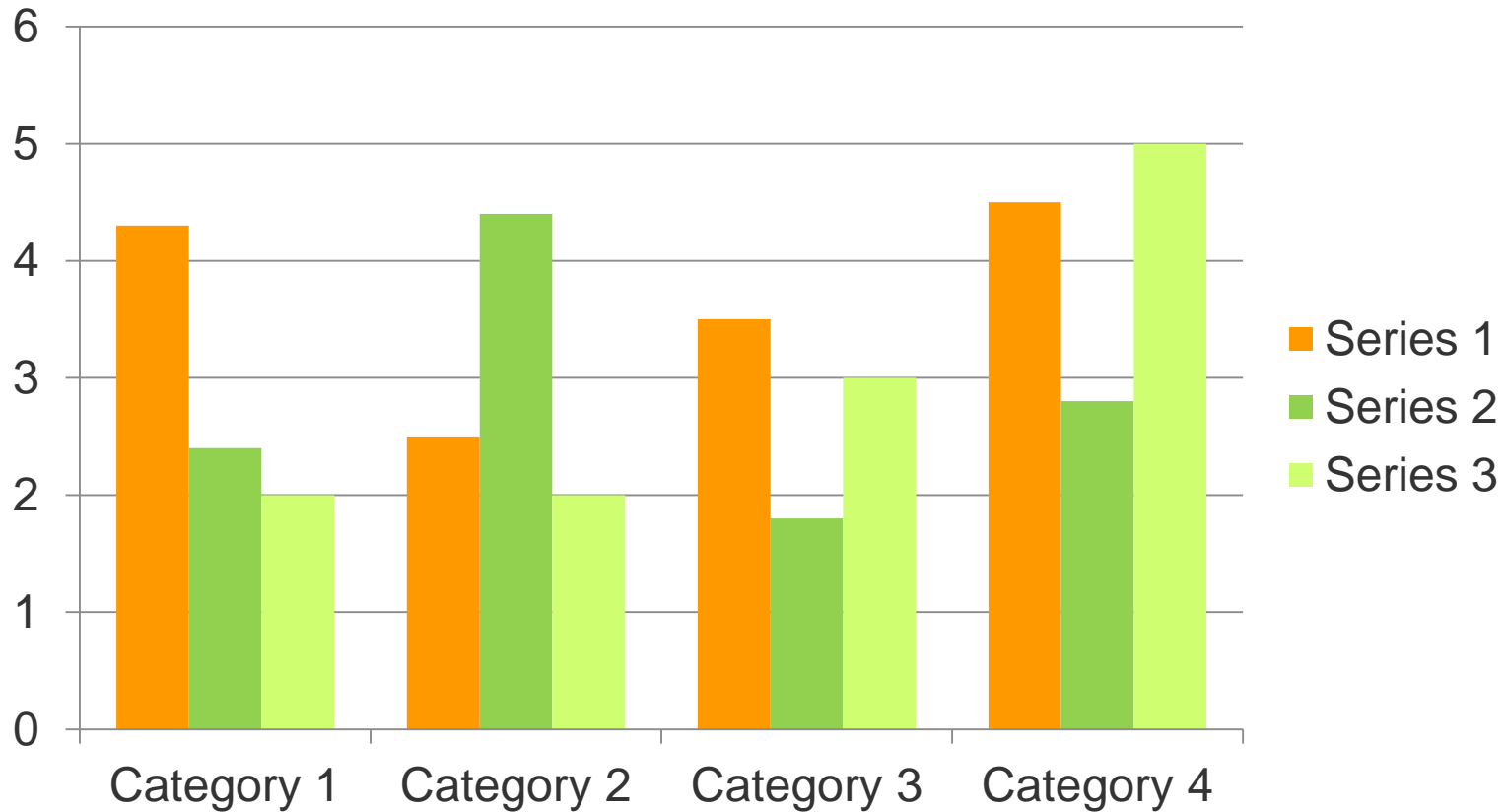
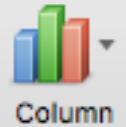


PART TWO

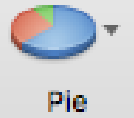
# USE BUILT IN CHARTS

EXAMPLES

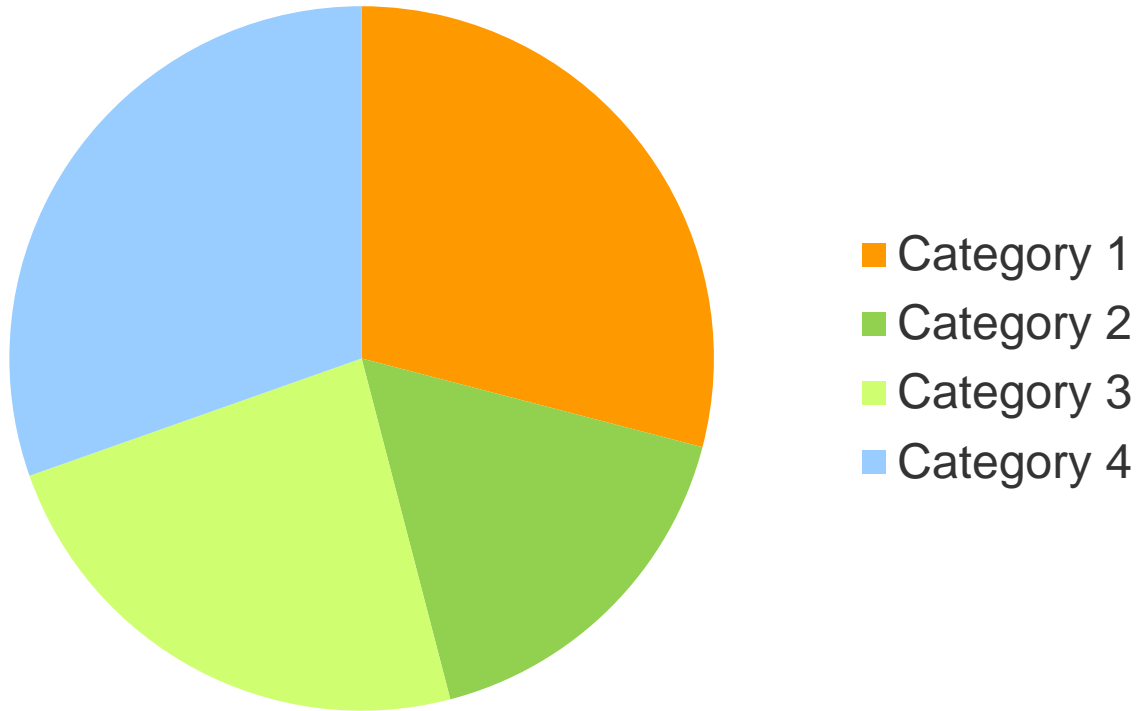
# BUILT IN CHARTS Column Graph



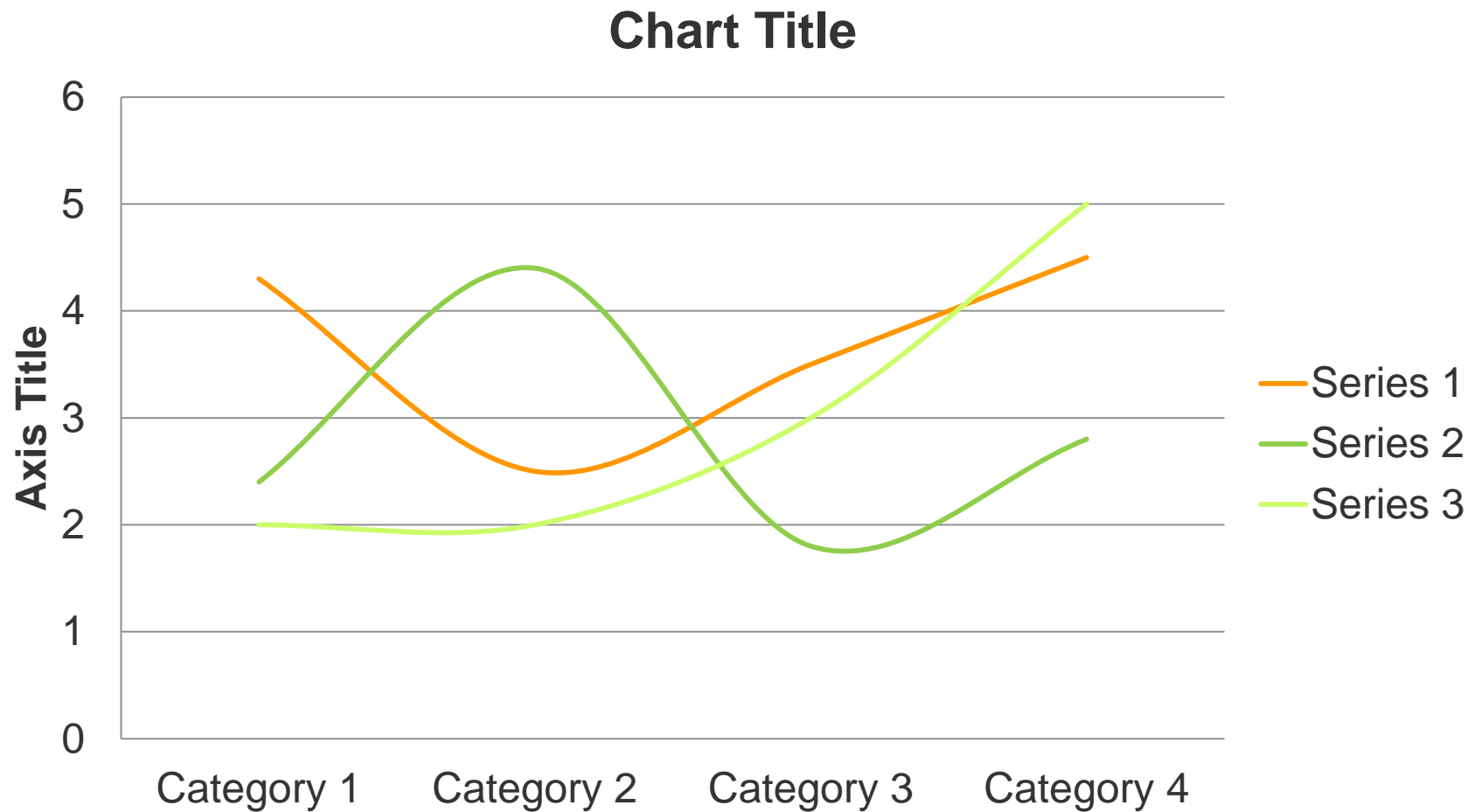
# BUILT IN CHARTS Pie Chart



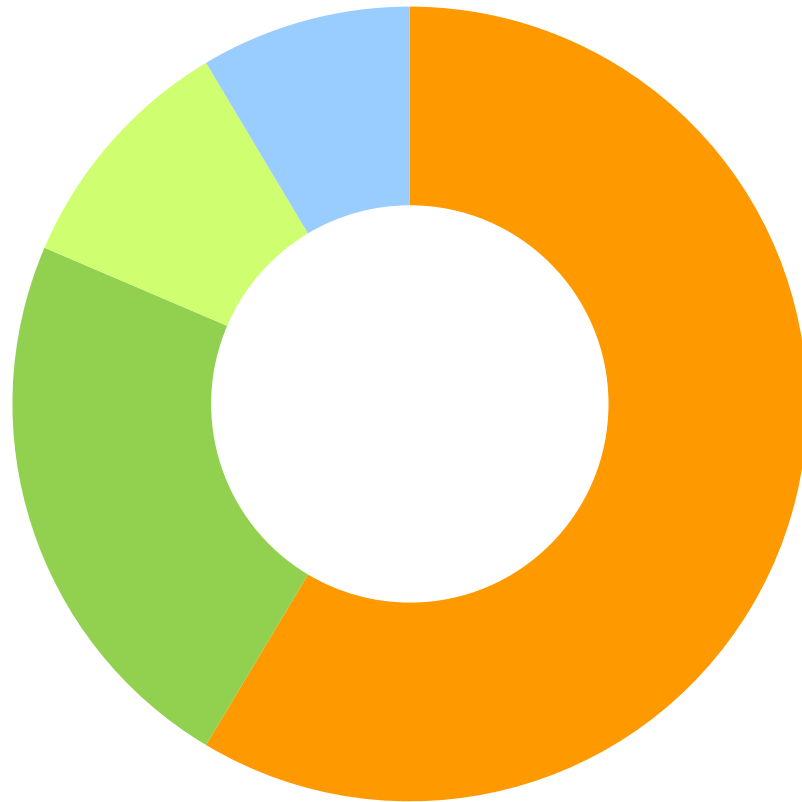
**Series 1**



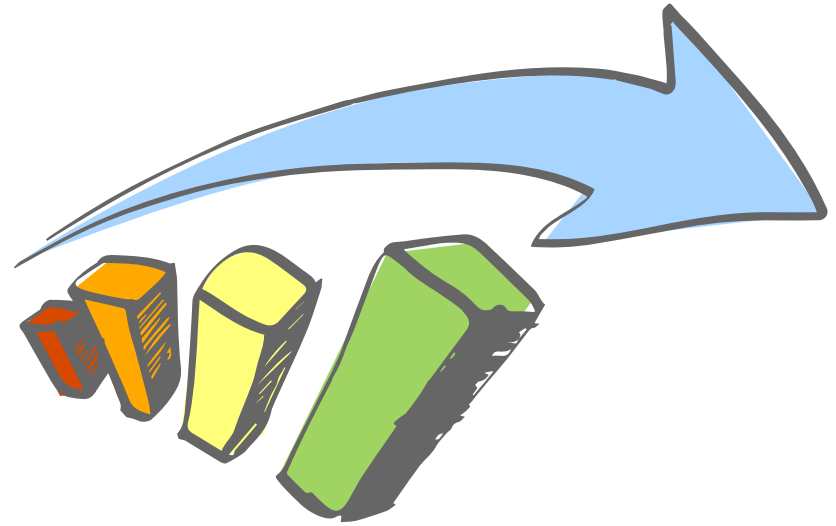
# BUILT IN CHARTS Line Graph



# BUILT IN CHARTS Other



- 1st Qtr
- 2nd Qtr
- 3rd Qtr
- 4th Qtr



Use your data with the following templates to

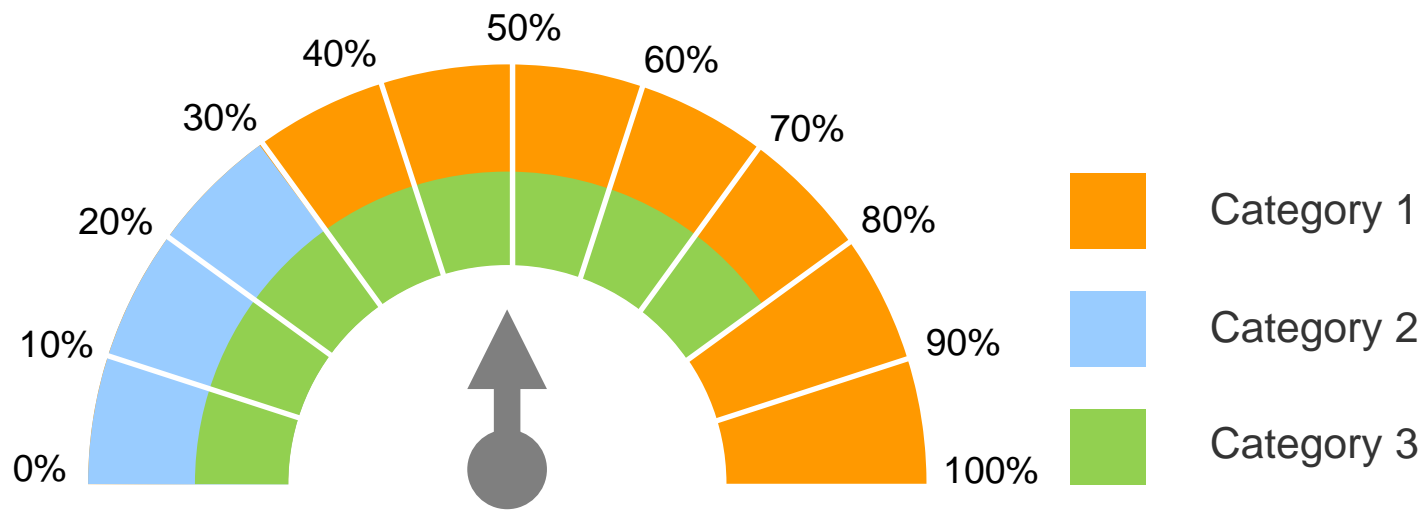
# **BUILD YOUR OWN CHARTS**

TO VISUALISE THE FINDINGS

- The following are examples of visualising data that are not built in features of PowerPoint
- Use these as templates to populate with your own data.

# Dashboard

Customise this Dashboard for your own purposes



## Dashboard Instructions

Click on the arcs and drag the yellow endpoint to create the percentage scale

**Arrow guage:** Click on the line and move the endpoint to the focus percentage area



# Icons



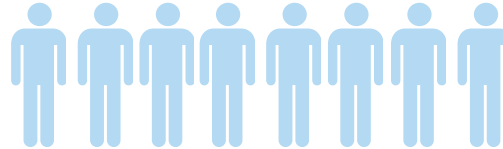
Category 1



Example Text



Category 2



Example Text



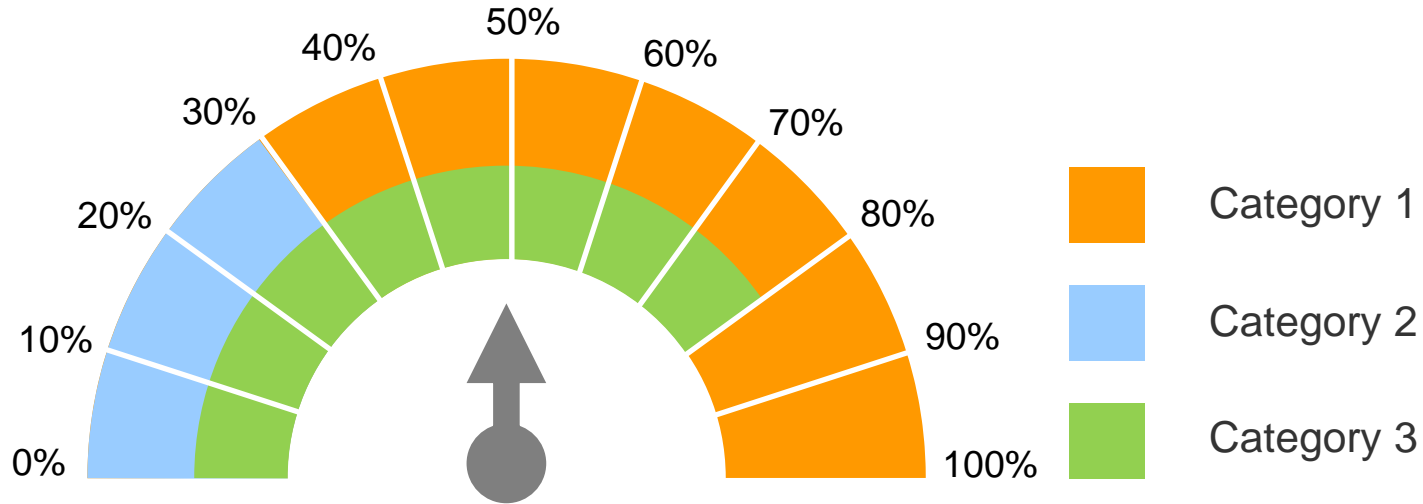
Category 3



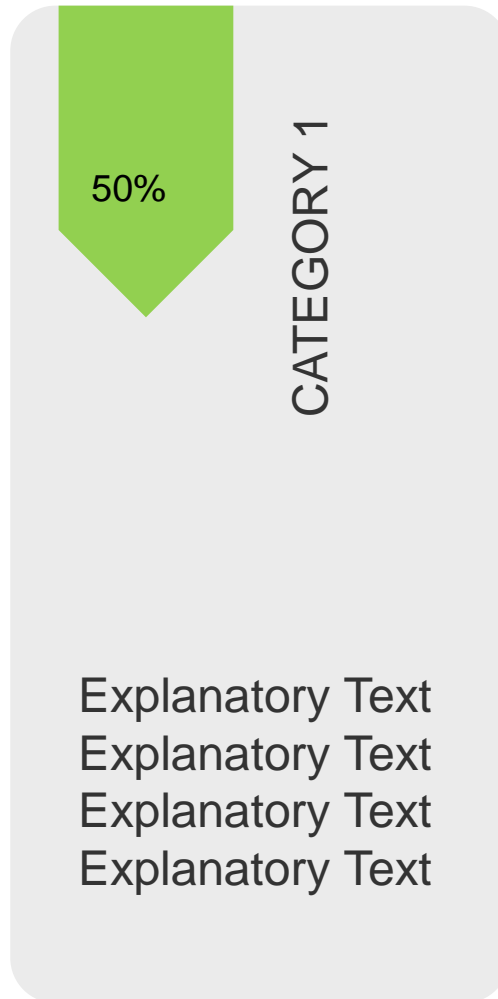
Example Text

<https://thenounproject.com> is a good resource for icons that may be relevant to the nature of the data

# Dashboard & Icons

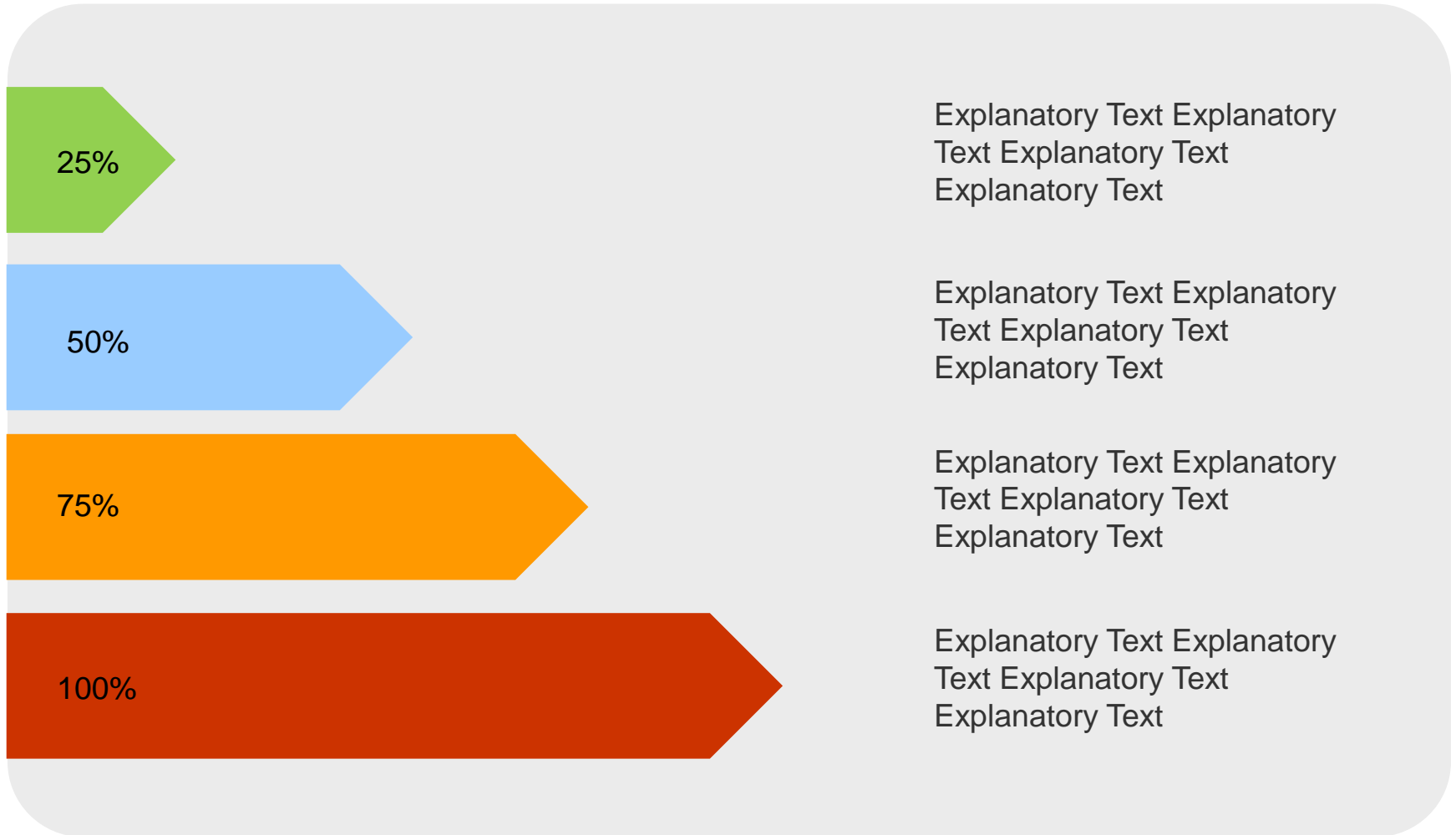


# Comparative



**Customise these for your own purposes**

# Comparative



**Customise these for your own purposes**